



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

RESOURCE MANAGEMENT ANALYST III

Job Number: 20001510

Job Code: 73220V000101

Job Group: 7300 - INFORMATION MANAGEMENT SYSTEMS

Job Established: 07/01/1993

Job Revised: 06/16/2009

Grade: 15 Salary (MIN - MID):

\$19,882-\$26,339 - Hourly

\$3,230.84-\$4,280.10 - 37.5 Hr. Monthly Salary

\$3,446.22-\$4,565.44 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Provides direction in planning, organizing, and managing information resources in support of the agency's mission. Acts as liaison between the business/programmatic functions of the agency and the information systems function. Serves as departmental information resources manager; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree.

EXPERIENCE:

Must have four years of systems analysis, business administration, or public administration experience.

Substitute EDUCATION for EXPERIENCE:

Related technical or vocational training will substitute for the bachelor's degree requirement on a year-for-year basis. A master's degree in computer science, business or public administration will substitute for one year of the experience requirement.

Substitute EXPERIENCE for EDUCATION:

Experience in computer programming, systems analysis, information services, research and statistics, business administration, or public administration will substitute for the bachelor's degree requirement on a year-for-year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Coordinates agency information resources activities to ensure that information and technology requirements are met. Modifies information resource plans to respond to changes in agency goals, service objectives or organization. Analyzes alternatives for collection, manipulation, storage, retrieval and dissemination of information, and develops recommendations accordingly. Examines data dictionaries, records schedules and system documentation to ensure that systems are managed in accordance with state level standards and guidelines. Designs and promotes use of information locators and public information access techniques. Advises program managers regarding information technology projects, needs and costs. Serves as a resource to agency management during evaluation and monitoring of information technology projects. Makes formal presentations to agency executives. Advises agency management concerning impact of federal or regulatory changes, state and federal. Promotes use of statewide information resource management guidelines and technology standards. Recommends to cabinet information resources manager opportunities for sharing information resources through the development of inter-departmental systems and participation in state level systems.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Incumbents working in this job title typically perform duties in an office setting.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.